

Approved Minutes  
November 19, 2024  
5:30 PM - 6:21 PM  
Tecumseh District Library

The November meeting of the Tecumseh District Library Board was called to order at 5:30 PM by President Lisa Hart.

Reading of the mission and vision statements.

Roll call was taken. The Trustees present were Debbie Gilbey, Lisa Hart, Stacey Knepper, Judy Prater, Carma Roesch, Dana Schumacher-Schmidt, and Taylor Williams. Also present was Interim Library Director Sonja Downey.

**Public Comment:** No public comment. Lisa welcomed the newly elected board member in attendance, Sharon Wimple, who will start her term on the board in January.

**Approval of Minutes from the October 15, 2024 Meeting:** The minutes were approved as amended.

**Approval of Minutes from the October 29, 2024 Special Meeting:** The minutes were approved as presented.

**Approval of Minutes from the November 4, 2024 Special Meeting:** The minutes were approved as presented.

### Reports:

- **Director's Report (see attached):** Sonja shared her report. In addition, Sonja is working with the painters to schedule touch-ups now that the restroom repairs are mostly complete.
- **Treasurer's Report (see attached):** Judy shared details of the Treasurer's Report.
  - **Motion:** Debbie Gilbey moved to approve the Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
  - Judy shared that she has received instructions from ONB regarding what is needed to transition former TDL director Susan Bach off of the accounts there.
    - **Motion:** Dana Schumacher-Schmidt moved to remove Susan Bach's name, access to, and email address from all ONB accounts effective immediately. The motion was seconded. Voice vote taken. Motion passed.
  - Incoming TDL director Jordan Wright will need to be added to all accounts, and motions to this effect can be made all at once at the January meeting. Additionally, outgoing board Treasurer Judy Prater and Interim Director Sonja Downey will need to be removed from accounts at this same time.

- Regarding the safety deposit box at Premier Bank: It contains microfilms from the *Tecumseh Herald* and a bank representative suggested that we consider if we need them because the records have been digitized. The current list of who can access the box is Susan Bach, Judy Prater, Chuck Harpst, and Heather Burdick. Judy raised the need to remove access for all except for herself.
  - **Motion:** Dana Schumacher-Schmidt moved to remove access to the safety deposit box at Premier Bank for Susan Bach, Chuck Harpst, and Heather Burdick, effective immediately. The motion was seconded. Voice vote taken. Motion passed.
- **Sunshine Committee Report:** No updates this month.

#### **Unfinished Business:**

- **New Director Search:** Jordan Wright has accepted the written offer for the role of TDL director. Sonja will share this information at the staff meeting on 11/20. The board, Sonja, and Jordan will collaborate on a press release to share this information with the broader community.
- **Capital Improvements Committee:** Sonja shared updates on the bathroom renovations in her report. The board will revisit the capital improvements project list with the new director once he begins.
- **Strategic Planning:** The process has been postponed until a new director is on board, and work could be combined with a Board Retreat potentially in February or March.
- **Continuing Education and Advocacy:** Lisa signed up for a session this week on the legal environment for libraries and will report out at a future meeting.

#### **New Business:**

- **Policy Review: Unattended Child Policy (O-02)**
  - Sonja brought a suggestion from Teen Services Librarian Andy Jackson to review this policy because there are more 9- and 10-year-olds coming to the library after school and they may need to be at the library for longer than 4 hours on half-days of school.
  - Andy also asked the board to consider a policy specifically on children's use of the Historical Room, because they have been asking about the space.
  - The board supports the creation of a new policy for the Historical Room and asked Sonja and Andy to propose policy language and an appropriate age limit for unaccompanied children. Sonja will bring this to the December board meeting.
- **Consent Agenda: Marketing, Technology**
  - Sonja clarified that the reference computer with two bad USB ports noted in the Technology report still has two ports that are usable, so it is functional for now. Lisa suggested to Sonja that Brock start an inventory of library hardware and software and note where upgrades and replacements are needed.

- **Gifts & Memorials:** Board members will write thank-you notes to donors.
- **Friends Report:** See attached.
- **Good of the Order:**
  - Welcome to newly elected board member Sharon Wimple. Lisa will start working with Sharon through the onboarding process.
  - In lieu of the holiday party the board typically hosts for TDL staff and volunteers in early December, Lisa proposed a gathering with the new director sometime in January. All in attendance supported this idea.
  - Nominating Committee: Taylor, Deb, and Stacey will serve on this committee and prepare a slate of officer nominees for 2025.

**Adjournment:** The meeting was adjourned at 6:21 PM.

Next Meeting: December 17, 2024, @5:30PM

Dana Schumacher-Schmidt, TDL Secretary